

MANAGEMENT ADVISORY TEAM

Minutes of the August 16, 2001, meeting

Attendees: Wynell Brush, Linda Tuttle, Trish D'Itri, Jean Ruestman, Brian Pouget, Dave Sucha, Dick Strevey, Norma Guevara. Guest: Mike Kapp.

I. SubTeam reports:

1. *Master Agreement* - Response to the master agreement continues to be positive. About half of the returned agreements include a project authorization resolution delegating signing to the GM.
2. *Strategic Plan* - Implementation Workshops are scheduled for September 12 and 28 at MDOT Training Facility. Six subteams will be created to explore initiatives, design action plans, and identify lead agencies. The Plan is posted at <http://www.mdot.state.mi.us/uptran/ptd/index.htm>.

II. Old Business:

1. *FY 2002 Service Development and New Technology applications*. Three of the five applications reviewed at the last MAT meeting have been processed through MDOT's review teams and are being recommended to MDOT management for funding. Lake Erie's application for development of a Safety First program is being expanded to include statewide significance. Two applications, submitted by Wayne State University, have been removed from the 5313(b) program and are considered for funding through the Michigan Transit Center for Excellence. MAT comments on all five applications were relayed to other advisory teams and to management.
2. *FY 2003 Revenue and Expense Manual (R&E)*. Trish presented comments received on the draft R&E Manual. The addition of 50800, Purchased Transportation Service, and 673 and 675 which include information on vehicles not purchased with Federal or State funds, were items discussed the most. *MAT recommends that the addition of 50800 be further investigated, including an attorney general opinion on the legality of asking for this information. MAT has no objection to the addition of codes 673 and 675.* There was a short discussion on sessions to introduce the new R&E Manual. *MAT recommended that the R&E Manual be incorporated into accounting sessions conducted annually by PTD.*

III. New Business:

1. *FY 2002 Annual Application Instructions*. The PTD development team met and are proposing significant changes for the FY 2003 Annual Application Instructions due to comments submitted by transit agencies during the last annual application cycle. The most significant change involves increased use of PTMS in completing the applications. The new draft is planned for web posting in early September for review/comment by users. A brief article was included in the Transaction.
2. *1997-1998 Audited Closeout Process*. Trish stated that PTD will now get transit agency approval on their total eligible expenses on PTMS instead of getting transit agency approval on the amount of state formula funds received based on their total eligible expenses. Transit agencies will still have the same 30 days to review their total eligible expenses.

III. Other:

1. *State Transportation Improvement Plan 'fiscal constraint' initiative*. Mike Kapp, MDOT Planning, presented and information about a new process with proposed standard tables to indicate funding of transit projects in the TIP. The process is consistent with that now used by highway funded projects and would enhance conformity and consistency among local TIPs and the State TIP. Mike asked MAT's opinion on how to best involve/notify transit agencies of the process. MAT recommended that the process of creating the STIP be documented and sent to rural agencies, as well as highway agencies, as educational information, and that urban area transit agencies be advised/involved in the process through the area metropolitan planning organization.
2. *Michigan Transit Conference will be October 8 through 10*. Registration packets have been mailed.

Next Meeting - October 10, after the MTC meeting at a location to be announced during the MTC. This is a change from the adopted meeting calendar.